

PLAN REVIEW SUBMITTAL CHECK LIST

NEW COMMERCIAL STRUCTURES AND BUILDING ADDITIONS

2003 IBC

1. The applicant acknowledges that no work or any operation will begin prior to approval of plans and issuance of a building permit. All plan submitted shall be to scale and shall meet minimum professional construction document standards.
2. Submittal packages that are determined to be incomplete will NOT be accepted for review nor issued an AP number.
3. All plan review fees and tree affidavit fees are due and payable at initial submittal.
4. After Hours review (circle one & initial): YES _____ NO _____ *After hours review request will be for all disciplines or none*

The plan review submittal package shall contain the following (Projects 5000 sq.ft require TX registered design professional) :

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| <ul style="list-style-type: none"><input type="checkbox"/> Two copies of the recorded plat (may be obtained at the Bexar County Courthouse); or proposed plat with Plat ID Number (NOTE: Building Permit will not be issued until plat is recorded or a plat deferral is approved.)<input type="checkbox"/> Completed Application for Building Permit<input type="checkbox"/> Tree affidavit, notarized and signed<input type="checkbox"/> Asbestos Survey (for additions to existing buildings)<input type="checkbox"/> Texas Department of Licensing and Regulation AB# (If valuation exceeds \$50,000)<input type="checkbox"/> Occupancy Classification Letter, if required (Required for warehouses, storage, manufacturing, hazardous materials storage or use, etc.)<input type="checkbox"/> Provide 2000 International Energy Conservation Code Compliance/Calculations. Using the COMcheck software, provide Envelope, Lighting and Mechanical Compliance Reports/Certificates.<input type="checkbox"/> Separate 3rd copy of the site plan; shall include at a min.: Legal description, address, property lines, easements, fences, sidewalks, parking layout, approaches, gates, building(s) etc.<input type="checkbox"/> Two identical sets of construction documents, drawn to an appropriate scale. All applicable drawings shall be sealed in accordance with the State of Texas Architect's and/or Engineer's Practice Act. As a minimum, drawings shall include:<ul style="list-style-type: none"><input type="checkbox"/> A Site plan that coincides with the platted lot. For site plan requirements and number of copies see above for details.<input type="checkbox"/> Fire Protection Site Plan that clearly shows all fire hydrants, fire lanes, and fire department connections for sprinkler systems (See UFC Section 903.2.1, as amended by the City of San Antonio for specific requirements)<input type="checkbox"/> Code Analysis Sheet (Occupancy Group, Occupant Load, Construction Type, etc.)<input type="checkbox"/> Foundation Plan<input type="checkbox"/> Floor Plan(s)<input type="checkbox"/> Wall and Floor/Roof/Ceiling Sections and Details, including UL or other appropriate design numbers for fire rated assemblies compliance with the state energy conservation code | <ul style="list-style-type: none"><input type="checkbox"/> Completed Fire Flow Test Report, signed by the Water Purveyor. Flow tests must be conducted within the 12 months prior to the date of the application<input type="checkbox"/> Alcohol Sales Affidavit/SOB Affidavit<input type="checkbox"/> Storm Water Participation Form<input type="checkbox"/> Traffic Impact Worksheet<input type="checkbox"/> Two sets of the drainage report.<input type="checkbox"/> City Approved Flood Plan Development Permit (If applicable)<input type="checkbox"/> City Approved Smoke Management and Life Safety Reports (high rise, atria, smoke protected assembly seating, covered mall buildings), if required<input type="checkbox"/> Separate 3rd copy of Landscape Plans, Tree Preservation Plans, Irrigation Plans, one completed Tree Affidavit Form and Letter from licensed irrigator. These plans may require Landscape architect seal and Licensed Irrigator seal.<input type="checkbox"/> A letter from the Physician, on letterhead, for medical facilities indicating patient/staff occupant load and medical gas storage location, also showing quantities to be stored. |
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The following items and approvals may be required in order for Staff to issue a building permit.

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| <ul style="list-style-type: none"><input type="checkbox"/> Certificate of Appropriateness from the Historic Preservation Office<input type="checkbox"/> Traffic Impact Analysis (TIA)<input type="checkbox"/> MAOZ Approval<input type="checkbox"/> Aviation Department approval (if applicable) | <ul style="list-style-type: none"><input type="checkbox"/> Sidewalks<input type="checkbox"/> Fire Access Lane plat amendment<input type="checkbox"/> Edwards Recharge Zone Development<input type="checkbox"/> Drainage Study (Detention) |
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I attest by my signature that all the items required by this checklist are included in the submittal package and acknowledge the conditions above.

Printed Name: _____ Signature: _____ Date: _____

Phone Number: _____ Fax Number: _____ Email: _____

Address: _____ Zip Code: _____

Relationship to Project (Owner, Contractor, Architect, Engineer, Other) _____